



Norfolk Department of Recreation, Parks & Open Space Volunteer Application

Please print clearly and in blue or black ink.

Completion of the volunteer application does not guarantee placement or engagement as a City of Norfolk volunteer. Qualified volunteer applicants are considered without regard to race, color, religion, gender, national origin, age, sexual orientation, marital status or non-job related medical condition or disability.

Personal Information

Title: ☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr. Nickname: _____
Full Name: _____ Driver's Lic. No.: _____
Address: _____ City, State, Zip: _____
Day Phone: _____ Eve Phone: _____
Emergency Contact: _____ Relationship: _____
Day Phone: _____ Eve Phone: _____

I am between the ages of: ☐ 15-17 ☐ 18-24 ☐ 25-40
☐ 41-54 ☐ 55+

Note: Volunteers must be at least 15 years of age.

Availability & Assignment Request

I would like to volunteer ____ hours per: ☐ week ☐ month

Desired start date: _____ Desired end date: _____

Please mark the days and times you are available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours available:	_____	_____	_____	_____	_____	_____

Please check all areas of interest:

☐ Aquatics ☐ Computers ☐ Special events ☐ Therapeutic recreation
☐ Arts & crafts ☐ Games & sports ☐ Sports assistant ☐ Other: _____
☐ Clerical support ☐ Homework tutor

Related Experience

Education:

School	Major	Highest Grade Completed	Degree/Diploma	Date Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employment and Volunteer Experience:

Employer/Agency Name	Position	Contact Person / Phone No.	Dates:	Paid Position?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you currently hold any special certificates, licenses or registrations (CPR, First Aid, CDL, etc)?

Interests & Skills

What special skills, interests or hobbies would you like to share?

What are your goals as a volunteer?

Do you have any special needs or restrictions?

Languages spoken (other than English):

Are you volunteering in affiliation with an organization or special program (school, scouting program, court-ordered service, etc)?

References

Please provide two references that are familiar with your academic, professional or volunteer service. Do not list relatives.

Name	Relationship	Address	Phone No.
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Criminal History

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic violation)? ☐ Yes ☐ No

A "yes" answer will not automatically bar you from placement; however, a false statement will disqualify you. If yes, please explain fully. Attach other sheets if necessary.

Certification & Acknowledgement of Risks

I hereby certify that all statements made in this application are true and correct to the best of my knowledge, and I authorize investigation of all matters contained in this application or data pertinent to my volunteering. I acknowledge that any false statements or misrepresentation on this application will be cause for refusal of placement or immediate dismissal.

I understand and agree that in the performance of voluntary services, I am not a City of Norfolk employee and shall have no rights to wages or benefits and no promise, expressed or implied, of consideration for future employment.

I agree to indemnify and hold the City of Norfolk, its employees and contractors harmless from any and all liability for any injury that I might incur arising out of or in any way connected to my participation in this program. I also agree to grant full permission to the City of Norfolk to use my name and any photographs, video or recordings for any purpose whatsoever without any obligation, liability or compensation to me.

Signature of Applicant:	<hr/>	Date:	<hr/>
Signature of Parent/Guardian: (if under 18)	<hr/>	Date:	<hr/>
Print Name of Parent Guardian:	<hr/>		

OFFICE USE ONLY

Name of Supervisor:	<hr/>	Location:	<hr/>	Phone No.:	<hr/>
Volunteer Position Title:	<hr/>	Start Date:	<hr/>	End Date:	<hr/>

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Total hours per week:
